

ORD-2724-74

25 June 1974

MEMORANDUM FOR: Director of Research and Development
THROUGH: Special Panel, ORD
SUBJECT: Recommendation for Promotion -
[REDACTED] 25X1A9a
GS-05 to GS-06

25X1A9a 1. In accordance with the Minutes of the 3 June 1974 Career Service Panel, and the direction of the Panel's Chairman, I am submitting a recommendation for the promotion of [REDACTED] from GS-05 to GS-06. A copy of her latest fitness report is attached.

25X1A9a 2. [REDACTED] joined the Agency 5 August 1973 and entered on duty with ORD on 27 August 1973. She came to the Agency highly qualified for a business career having received her Bachelor of Arts degree in Office Administration in May of that year from Washington State University, Pullman, Washington. In addition, while a student at the University, [REDACTED] 25X1A9a worked part-time as a receptionist and typist. Much of her part-time work consisted of typing technical papers for engineering students which gave her a background ideally suited for an assignment in an office such as ORD. 25X1A9a

3. In February of this year, at her own request, [REDACTED] transferred to this Division to a position which she felt offered a greater challenge, more growth potential, and a greater opportunity for advancement of her career.

25X1A9a 4. [REDACTED] excellent educational background and experience have been reflected in her work with this Division. She works with a minimum of supervision, is quick to grasp Agency and Division procedures, and has, in addition, shown personal characteristics such as initiative, creativeness, and

EYES ONLY

Approved

EYES ONLY

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the ability to adapt to widely varied work assignments. These attributes, all combined, have resulted in a showing of an unusually high degree of competence and skill in [REDACTED] performance of her duties. All in all, [REDACTED] has contributed greatly to the successful handling of the heavy workload of this Division. 25X1A9a 25X1A9a

5. It is recommended that [REDACTED] be promoted from a GS-05 to a GS-06. 25X1A9a

[REDACTED]
Chief, Operations Technology, ORD

Attachment
A/S

RECOMMEND APPROVAL:

1/8
Chairman, Special Panel, ORD

8 July 1974
Date

APPROVED:

/s/ JAMES V. HIRSCH
Director of Research and Development

9 JUL 1974
Date

Distribution:

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25X1A9a

EYES ONLY